



**Local Board of Directors Meeting
September 21, 2023**

Board Members Present

Dialo Cartwright
Kristina Foreman
Lee Lewis, Chair
Kurt Davis, Vice Chair
Artie Jones, Jr.
Ralph Staffins, III
Summer Stipe

Staff Members Present

Chad Boyett, Executive Director of Facilities
Derrell Harris, Executive Director of Information Technology
Ethan Johnson, Campus Police Chief
Lanie Jonas, Vice President for Administrative Services
Natasha King, Executive Assistant to the President
Lonnie Roberts, President
Stephanie Roberts, Executive Director of College Advancement
Dr. Pete Snell, Vice President for Economic Development

Board Members Absent

Ted Buford
Dewayne Johns
Jason Rubenbauer

Staff Members Absent

Eva Byrd, Project Manager
Katrena Felder, Executive Director of Adult Education
Amanda Morris, Executive VP and VP for Academic Affairs
Karla Nordone, Vice President for Student Affairs

Guests

Karen Scott, Dean for Academic Affairs
Lauralee Beauregard, Marketing Coordinator

CALL TO ORDER

The Coastal Pines Technical College (CPTC) Local Board of Directors met Thursday, September 21, 2023, at 12:00 p.m. in rooms 4136 and 4137 on the Jesup Instructional Site. Lee Lewis, CPTC Local Board Chair, called the meeting to order.

APPROVAL OF AGENDA

Upon a motion to approve by Ralph Staffins, III, a second by Artie Jones, Jr., the CPTC Local Board of Directors unanimously approved the agenda as edited.

FY24 MARKETING CAMPAIGN – Lauralee Beauregard

Lauralee Beauregard, Marketing Coordinator, presented the College's FY24 marketing campaign strategy to the Local Board of Directors. A brief discussion followed.

ACTION ITEMS

APPROVAL OF MINUTES

Upon a motion to approve by Artie Jones, Jr., a second by Ralph Staffins, III, minutes of the August 24, 2023, CPTC Local Board of Directors' meeting were unanimously approved.

New Program Request – Karen Scott

Karen Scott presented on behalf of Amanda Morris.

Karen Scott made a recommendation to approve the following new program:

- Commercial Driving – Class B, TCC

Upon a motion to approve by Artie Jones, Jr., a second by Summer Stipe, the CPTC Local Board of Directors unanimously approved the new program listed above.

CABINET REPORTS (Full reports uploaded to Dropbox seven (7) days prior to meeting.)

Office of Academic Affairs – Karen Scott

The Paramedicine Program's accreditation report for the 2021 reporting year has been approved by the Committee on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP). The CoAEMSP accreditation site visit is scheduled for October 2-3, 2023.

The CPTC Stingray Car show is scheduled for Saturday, September 23 on the Waycross Campus from 8:00 a.m. until 12:00 p.m. The event is open to the public and everyone is invited to attend.

Office of Administrative Services – Lanie Jonas

Board members received a handout of the College's budget report showing the actual year-to-date revenue and expenditures for the College.

Office of College Advancement – Stephanie Roberts

The AT&T Digital Divide Grant of \$25,000 was awarded to the Technical College Foundation Association (TCFA). The grant will be split between CPTC, Wiregrass Technical College and Southern Regional Technical College to develop a lending library.

The Charles B. Eames Travel Scholarship Luncheon is scheduled for October 11, 2023, on the Jesup Instructional Site.

Office of Economic Development – Dr. Pete Snell

Dr. Pete Snell, in conjunction with the Technical College System of Georgia's (TCSG) Economic Development Division has developed an Economic Development Leadership Training (EDLT) that will begin as a bootcamp style of training (condensed and fast-paced) and has a focus on TCSG Economic Development operations. It will consist of one afternoon and one morning, for a total of eight hours of training and will be held annually.

Approximately 70% of TCSG's VPEDs are less than five years old, and this includes two years during the pandemic. Consequently, the first session will only be for current TCSG VPEDs. Future sessions will be open to new and potential future VPEDs, along with staff who may also benefit. Future new VPEDs will also be assigned to a more senior VPED mentor.

The inaugural annual EDLT training was held Aug 29-30, 2023, at Central Georgia Technical College in Warner Robins. Despite being cut short due to Hurricane Idalia, the training was a huge success.

Office of Institutional Effectiveness – Vince Jackson

The following revised CPTC procedures have been reviewed and approved by the Cabinet and College Council:

- CPTC Procedure: Requesting Internet or Email History (Terminated)

- CPTC Procedure: Banner Account Provisioning (New Procedure)
- CPTC Procedure: Account Management
- CPTC Procedure: Computer and System Logging
- CPTC Procedure: Data Destruction and Sanitization
- CPTC Procedure: Maintenance of IT Assets
- CPTC Procedure: Mobile Computing and Removable Storage Device Procedure
- CPTC Procedure: Mobile Device Procedure
- CPTC Procedure: Physical and Environmental Protection
- CPTC Procedure: Risk Assessment Process: Managing Risks and Vulnerabilities
- CPTC Procedure: Software Installation
- CPTC Procedure: Tablet Acquisition and Usage Procedures
- CPTC Procedure: VPN Access
- CPTC Procedure: Wireless Access
- CPTC Procedure: Gramm Leach Bliley Act Procedures for CPTC
- CPTC Procedure: Use of Personal Mobile Devices (PMD) for Business Communications
- CPTC Computer Security Incident Response Plan

The delivery of the USDA truck purchase has been delayed again until the fourth quarter of this year. The College has been approved by USDA, once again, to continue the grant until spring of 2024. CPTC is hoping to have it delivered on or by February 4, 2024, which will be within the deadline of the College's current extension deadline of March 28, 2024.

Office of Police & Security – Ethan Johnson

The following revised CPTC procedures have been reviewed and approved by the Cabinet and College Council:

- CPTC Procedure: Parking Procedures and Rules
- PTC Procedure: Tobacco Free Campus

The CPTC Campus Police Department conducted an active shooter training exercise Friday August 18 on the Golden Isles Instructional Site to practice building clearing and scene control techniques.

Office of Student Affairs – Karla Nordone

As of September 6, the College has 3,992 students registered for Fall semester. Enrollment for Fall 2023 was 3,746. Traditional Enrollment consists of 1,671 students or 41.9% while Dual Enrollment with 2,321 students make up the remaining 58.1%.

CPTC had approximately 120 students who successfully submitted applications and utilized the fee waiver code provided for Free Application Week.

President's Budget Presentation – Lonnie Roberts

Lonnie Roberts, CPTC President, presented the College's FY24 budget (\$26,859,492) and reviewed the Technical College System of Georgia's budget request for FY2025. Board members also received a handout of this information.

OPEN DISCUSSION

None

UPCOMING EVENTS

The annual John P. Pike Memorial CPTC Scholarship Golf Tournament is scheduled for October 20, 2023, at the Okefenokee Country Club.

The 2023 TCDA/TCFA Fall Leadership Conference is scheduled for October 23-25, 2023, at the Hyatt Regency in Savannah.

The Grand Opening Ceremony for the Southern Pines College & Career Academy is scheduled for October 25, 2023, at 1:00 p.m. in Baxley.

The next CPTC Local Board of Directors' meeting is scheduled for November 16, 2023, at 12:00 p.m. on the Waycross Campus.

ADJOURNMENT

There being no further business, the meeting adjourned at 1:45 p.m.



Coastal Pines Technical College
President



Coastal Pines Technical College
CPTC Local Board Chair or Vice Chair